

**City of Nashua, New Hampshire
Ethnic Awareness Committee
Bylaws**

Article 1: Name of Committee

- 1.1. The name of this committee shall be the “Ethnic Awareness Committee.”
- 1.2. The provisions of these Bylaws are subject to any and all applicable state or local laws, regulations or ordinances.

Article 2: Appointments

- 2.1 The Ethnic Awareness Committee shall consist of members appointed by the Mayor and confirmed by the Board of Aldermen in accordance with City Ordinances. The Committee, or one of its subcommittees, may assist the Office of the Mayor in evaluating the qualifications and interest of potential members.
- 2.2 The members of the Ethnic Awareness Committee shall serve without compensation for being a member of this Committee.
- 2.3 Vacancies – If a member of the Ethnic Awareness Committee resigns from the Committee or is absent from the Regular Monthly meetings for four (4) or more consecutive months, without apparent good cause, the Chair may request a vote of the Committee, under “New Business” at a Regular Meeting, to declare that Committee membership seat vacant. Upon an affirmative vote of the Committee, the Chair shall notify the Mayor, in writing, that the Committee deems the appointment to have been vacated and requests that the Mayor appoint a successor.

Article 3: Purpose

- 3.1 The purpose of the Ethnic Awareness Committee is to facilitate communication between the ethnic community and city government. The Ethnic Awareness Committee shall encourage understanding and appreciation of Ethnic Diversity in the City of Nashua, be a sounding board for ethnic community problems, be a communication link among the various ethnic groups and government entities and assist in developing and continuing community program ideas and publications.

Article 4: Organization

- 4.1 Officers – the Officers of the Ethnic Awareness Committee shall be:
 - i. Chair;
 - ii. Vice-Chair;
 - iii. Secretary; and
 - iv. Treasurer
- 4.2 Chair – The Chair shall preside at all meetings of the Ethnic Awareness Committee and shall sign all instruments for the Committee, once approved, or when final action is taken.

The Chair shall have the authority to appoint Sub-committees authorized by the Ethnic Awareness Committee, appoint Chairs of these Sub-committees, and shall perform other duties as the Ethnic Awareness Committee may direct.

- 4.3 Vice Chair – The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair.
- 4.4 Secretary – The Secretary shall keep the records of the Ethnic Awareness Committee, including the minutes of all Meetings, Public Hearings, and proceedings in a journal, which shall include the names of the members present and voting where a vote is taken.
- 4.5 The Treasurer shall maintain financial records for the Committee presenting financial reports at all meetings.
- 4.6 Temporary Absence – In the absence of the Chair or Vice Chair at a Regular, or Special Meeting, a Chair Pro Tempore may be elected by the Ethnic Awareness Committee. In the absence of the Secretary, the Chair or Chair Pro Tem may appoint a Secretary Pro Tem.

Article 5: Election of Officers

- 5.1 The Ethnic Awareness Committee shall elect a Chair and Vice-Chair from among its members who are not representatives of city government and who have attended at least six (6) Regular Monthly Meetings.
- 5.2 The Ethnic Awareness Committee shall elect a Secretary and Treasurer from among its total membership.
- 5.3 Nominations of Officers shall be made from the floor during “New Business” at the Regular Monthly meeting held during the month immediately preceding the Annual Meeting. A candidate must submit written notice of his or her acceptance of said nomination to the City Clerk no later than 14 days prior to the Annual Meeting. In the absence of such acceptance, the name of the candidate shall not appear on the ballot or be given consideration. The elections shall then be held at the Annual Meeting as the first order of business following Roll Call.
- 5.4 If the list of nominees equals or exceeds two (2) candidates for an office, the election for that office shall be by secret ballot. A candidate receiving a majority vote of those present of the Ethnic Awareness Committee shall be declared elected and shall serve until a successor has been elected at the next Annual Meeting.
- 5.5 If only one person is nominated for a particular office, the Secretary shall note that a single ballot was cast for that individual and that he/she has been duly elected to the office for which he/she was nominated.
- 5.6 Should any office of the Ethnic Awareness Committee become vacant, the Ethnic Awareness Committee shall elect a successor at the next Regular Meeting to serve the unexpired term of said office. Voting shall be conducted as described in Sections 5.1 through 5.5 above.

Article 6: Meetings

- 6.1 Annual Meeting – the Annual Meeting shall be held immediately following the first Regular Meeting of the calendar year.
- 6.2 Regular Meeting – Regular Meetings shall be held once each month. A schedule for the coming calendar year shall be proposed by the Chair at the December Regular Meeting, prior to the business of “Nominations of Officers.” The Committee shall then consider and vote upon accepting a meeting schedule for the coming calendar year. However, the Ethnic Awareness Committee may, at its discretion, cancel any regularly scheduled meeting.
- 6.3 Special Meeting – Special Meetings shall be called by the Chair, or in his/her absence, by the Vice-Chair, within seven (7) days of the receipt of a verbal or written request from three (3) or more members of the Ethnic Awareness Committee. The request for such a meeting shall specify the purpose(s) of the meeting and no other business may be considered except by unanimous consent of the Ethnic Awareness Committee. The Chair shall select the date, time and place of the Special meeting and all members of the Ethnic Awareness Committee shall be notified not less than three (3) days in advance of any Special Meeting. No business shall be acted upon at the Special Meeting unless a quorum is present.
- 6.4 Postponements – A meeting may be postponed or eliminated by the Chair, if requested by five (5) voting members and all members are notified.
- 6.5 Conduct of Meetings – Five (5) members of the Ethnic Awareness Committee present and voting shall constitute a quorum for the purpose of conducting business of the Ethnic Awareness Committee, but a smaller number may meet and adjourn. When a quorum is present and voting, action shall be taken by the Ethnic Awareness Committee upon a majority vote of all members present except when otherwise specified by legislation.
- 6.6 Order of Business – At a Regular Meeting, the following shall be the order of business:
 - i. Call to order;
 - ii. Roll Call;
 - iii. Approval of Minutes of the Previous Meeting;
 - iv. Approval of Financial Report;
 - v. Communications and/or Presentations;
 - vi. Report of Chair and/or Sub-committees;
 - vii. Old Business;
 - viii. New Business;
 - ix. Other Business;
 - x. Discussion items;
 - xi. Adjournment.
- 6.7 Manner of Voting – The voting on all questions shall be by voice vote and the result, as announced by the Chair, entered into the minutes. A voting member may request a division or roll call vote.
- 6.8 Minutes – Minutes shall be taken at all Regular or duly called Special meetings of the Ethnic Awareness Committee. Pertinent discussion shall be included in the minutes on each matter

taken under advisement as well as the vote on and the reasons for any official action of the Ethnic Awareness Committee. Copies of the minutes of each Regular and Special meeting shall be transmitted to the City Clerk and/or to appropriate individuals and/or agencies. All decisions made by the Ethnic Awareness Committee, including the minutes of Regular and Special Meetings, shall be made available in accordance with the State of New Hampshire's Right-to-Know Law.

- 6.9 The Ethnic Awareness Committee meetings may generally be run as per the most current edition of "Robert's Rules of Order."

Article 7: Public Hearings

- 7.1 The Ethnic Awareness Committee, at its discretion, may hold Public Hearings when it decides that such Public Hearings will be in the public interest.
- 7.2 Procedures – At a Regular or duly called Special Meeting, the Ethnic Awareness Committee shall vote the time and place for a Public Hearing. Said vote shall also include, in addition to the requirements of state and local laws and regulations, the full text of the subject, the name of the newspaper and dates of the Public hearing, and where appropriate, the referral of the proposed matter to other public agencies.
- 7.3 Public Notice – Notices of the Public hearing(s) shall be published in a paper of general circulation in the City in a manner prescribed by state and local laws and regulations.
- 7.4 Order of Business at Public Hearings – At a Public Hearing, the following shall be the Order of Business:
- i. Call to order;
 - ii. At the Opening of the Public hearing:
 - The Chair shall read and explain the Order of Business;
 - The Chair shall explain that except for the original presentation of the subject of application, each person speaking for or against shall be limited to five (5) minutes until all have been given an opportunity to be heard, at which time, each person may be allowed additional time, if deemed necessary by the Ethnic Awareness Committee, or by the Chair.
 - iii. Roll Call;
 - iv. Reading of the Legal Notice of the Public Hearing;
 - v. Presentation of the Subject of the Public Hearing;
 - vi. Comments from those speaking FOR the subject;
 - vii. Comments from those speaking AGAINST the subject;
 - viii. Comments from those speaking FOR the subject;
 - ix. Comments from those speaking AGAINST the subject;
 - x. Comments from the Ethnic Awareness Committee;
 - xi. Adjournment.
- 7.5 Action Following the Public Hearing – The Ethnic Awareness Committee shall meet at a Regular or Special meeting to take any action necessary, such action shall be considered under unfinished business.

Article 8: Sub-committees

- 8.1 Appointments – The Chair has the authority to appoint necessary standing and temporary Sub-committees, as needed. These Sub-committee members need not be members of the Ethnic Awareness Committee. The Chair may appoint a Sub-committee Chair at the time of its creation.
- 8.2 Duties – In appointing such Sub-committees, the Ethnic Awareness Committee Chair shall prepare a list outlining the responsibilities of each Sub-committee established.
- 8.3 Reporting – Each subcommittee shall report to the Ethnic Awareness Committee on the implementation of its responsibilities, as appropriate.

Article 9: Amendments

- 9.1 These Bylaws shall be enacted and amended only by a majority vote of the total voting membership of the Ethnic Awareness Committee at a Regular monthly meeting following a meeting at which the proposed Bylaws or Amendments thereto were introduced.
- 9.2 As amendments to these Bylaws are made, as outlined above, article and section numbers and designations will be automatically changed, as appropriate, when Amended Bylaws are published.

Article 10: Standard Operating Procedures

- 10.1 In order to perpetuate desirable operating procedures, these Bylaws shall be supplemented with any Operating Procedure, which the Ethnic Awareness Committee enacts in accordance with Article 9.